
REGULATIONS

FOR

GEORGE HERIOT'S HOSPITAL.



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EDINBURGH:

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—
1795.



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HERIOT'S HOSPITAL, *1st June 1795.*

THE ordinary Committee report, That in consequence of the remit to them by minute of Council, the 20th day of April last, they had considered the Regulations for the Hospital, prepared by a Committee appointed for that purpose ; and were of opinion that the same ought to be established, and punctually observed by those to whom they apply.

CHAP. I.

THE MISTRESS,

AND HER DUTY.

THAT she shall have the charge of all the Linen, Blankets, and all other kinds of Furniture belonging to the House, (of which two inventories shall be made annually, one to be kept by the Mistress, and the other by the House-governor,) and

that she shall be responsible to the Governors of the Hospital, to the Treasurer, and to the House-governor.

2. That she shall have the direction of the Women Servants; but shall turn none of them out of their service between terms, without having previously acquainted the Treasurer and House-governor, and obtained their consent; nor shall she dismiss any Servant at the term unless with the approbation of the Treasurer.

3. That she shall every morning go through the several wards, and see that the Boys' hair be duly combed; their faces, necks, and hands washed; and their stockings clean and whole. From the first of November to the first of April, she shall take care that the Boys be all dressed and clean at eight o'clock in the morning; and from the first of April to the first of November, at seven o'clock precisely.

4. That she shall see that the Boys get clean linens on Sundays and Thursdays, and clean stockings every Sunday morning; and shall also give the women servants linen for mending the Boys' shirts, at
a pro-

a proper space of time before said shirts are to be used.

5. That she shall take particular care of the Boys that are sick, and see that proper victuals be given them, and their medicines duly administered.

6. That she shall attend strictly to the employment of the women servants, and shall not allow them to do any work which is not connected with the business of the Hospital; and if any of the women servants are negligent or disobedient, she shall immediately inform the Treasurer and House-governor.

7. That she shall superintend the Cook in making ready the victuals which are used by the Boys and others in the Hospital, and see that this business be conducted in an economical and cleanly manner.

C H A P. II.

THE WOMEN SERVANTS,

AND THEIR DUTY.

1. **T**HAT they shall always keep that part of the House and Stairs committed to their care neat and clean ; wash the Wards once in three weeks ; and regularly sweep the floors and stairs clean every day ; also, they shall take care of the combs, brushes, and all other utensils belonging to their respective wards ; and mend the stockings and shirts belonging to the Boys under their care.

2. That they shall keep the Ward-beds down every day till ten o'clock forenoon, for the purpose of airing them, and the windows open from the time the Boys leave the wards in the morning, till three o'clock in the afternoon in winter, and seven o'clock during summer ; and fold down the beds, and make them ready for the Boys every night between seven and eight o'clock.

3. That

3. That they shall every morning comb the Boys hair, and assist them in brushing their clothes; and if they observe any damage or abuse done to the windows, the wire-tirlasses, the beds, the plaistered walls, or to any furniture in the rooms, or to the stairs in the Hospital, they shall immediately report the same, together with the offender's name, (if he can be discovered) to the House-governor or Masters; but if they give not intimation of the abuse, or any known misbehaviour of the Boys, they shall be considered as art and part in the offence, and punished accordingly.

4. That they shall not sell, exchange, or give away any of their own victuals, or any victuals belonging to the Hospital; nor buy bread or any thing else from the Boys; and shall throw nothing out at the windows of the Hospital, under penalty of being immediately dismissed from their service.

5. That they shall not go without the precincts of the Hospital, or leave their work, on any pretence whatever, unless with special permission from the Mistress; and they shall not be out after seven o'clock

at

at night in summer, and six o'clock in winter, except in very particular circumstances, and with permission.

6. That they shall not employ the Boys to carry messages, or in any other way whatever.

7. That they shall be obedient to the House-governor and Mistress; and upon being reprov'd for their faults, they shall not use any disrespectful language.

8. That when they attend the Boys at meals, they shall always take care that their own clothes be clean; and when any of them appears without stockings and shoes, they shall pay a fine of One Shilling for each offence.

CHAP. III.

THE STEWARD,

AND HIS DUTY.

1. **T**HAT he shall take care at all times to provide a proper quantity and quality of Butcher-meat for the Hospital's use, *viz.* Rumps of Beef, freed from the great bones, and the hind quarters of Mutton. That he shall not carry the meat directly to the kitchen, when brought from the market, but to the store-cellar; and shall give intimation to the House-governor, that he may inspect the quality and quantity of said meat.

2. That when he receives any Meal, Barley, Bread, or Coals for the Hospital, he shall take notice that these be of good weight and quality, and give intimation to the House-governor.

3. That he shall have the charge of all the shoes belonging to the Boys, and shall keep a regular account of them in a book,
which

which he shall shew to the House-governor, the Treasurer, or Governors of the Hospital, whenever it may be required.

4. That he shall oversee the giving out of the Barley and Meal to the Cook, and the measuring of the Boys' milk. That he shall be present at the dishing of the Boys' pottage, milk, broth, &c.; and take notice that the women servants cover the tables properly in the Hall; and that the dishes, knives, forks, spoons, and tablecloths be removed, the windows opened, and the tables cleaned immediately after every meal.

5. That he shall have the charge of all the utensils used in the Hall; and when he observes any abuse committed by the Boys or women servants, he shall immediately give intimation to the House-governor, or shall be answerable for such abuse himself if observed.

6. That he shall take care to provide for the Hospital a sufficient quantity of Roots and Garden-stuffs of the best quality; and shall see that the victuals offered to the Boys and not used, be not wasted; but shall apply

ply them in the way the House-governor may direct.

7. That he shall keep a fair and regular account of all provisions brought in and given out for the Hospital's use; also an account of the Candles brought in and given out by him; together with an account of the Coals; which accounts shall be open at all times for the inspection of the Treasurer and House-governor, and be carried to the Treasurer, attested by the House-governor, at least once every month.

8. That he shall have the charge of the Coal-cellars, and see that they be not opened but at one specified hour of the day, and give no more than a sufficient quantity of Coals for each fire; which quantity shall be ascertained by the Treasurer and House-governor.

9. That he shall not accept of any gratuity from any person who supplies him with articles for the use of the Hospital, on pain of dismissal.

CHAP. IV.

THE PORTERS,

AND THEIR DUTY.

1. **T**HAT they shall always keep the court clean, also the gravel walks in front of the Hospital, and stairs at entrance of both gates; likewise they shall sweep, and clean-dust the Chapel every day, and clean the Lustres in the Chapel and Hall at least once a week.

2. That they shall every morning, during winter, light fires and sweep the floors in the school-rooms, and extinguish the fires at nine o'clock in the evening. When no fires are used, they shall still be punctual in cleaning the school-rooms; all which work must be finished before eight o'clock in the morning during winter, and seven o'clock during summer.

3. That they shall wash the Hall at least once in three weeks, and sweep it clean

clean immediately after every meal; oil the tables every fortnight, rub them clean with a cloth every time the hall is swept or washed, and dust the walls once every week.

4. That they shall clean the Council-room at least once every week, and scour the chimney grate thereof as often as the Treasurer and House-governor may see fit, and light a fire in it once in eight days, to prevent damp.

5. That they shall always take care that no idle or disorderly persons have access to the Hospital, or disturb the Boys at their diversions, or occupy the bounds allowed them for play.

6. That they shall allow no persons to enter the gates, carrying strong liquors to the servants or others; or offering to buy or sell any thing whatever, neither shall they allow the Boys to go without the precincts of the Hospital at forbidden hours, unless the House-governor or Masters grant them a written permission.

7. That when they observe any person doing damage to the walls, gates, or

any thing else in or about the Hospital, they shall immediately give intimation thereof to the House-governor or Masters, under the penalty of being considered as art and part in the offence, and treated accordingly.

8. That they shall lock the gates at all times of prayers and meals, and at any other time the Treasurer and House-governor may see fit, and shall carry up the keys of the gates to the House-governor at nine o'clock in the evening; at which time one of them (the porters) shall attend the House-governor in visiting the wards and other parts of the Hospital.

9. That they shall at no time be absent from the Hospital without the express permission of the House-governor.

10. That they are required to be attentive and polite to all strangers coming and wishing to see the Hospital; and, with permission from the Treasurer or House-governor, they are to shew them the several parts of the Hospital, but are positively restricted from receiving money or any reward whatever.

CHAP.

CHAP. V.

THE COOK,

AND HIS DUTY.

1. **T**HAT he shall always keep the Kitchen, with the Utensils thereof, neat and clean; he shall pay particular attention to the clean-keeping of the Copper pots, pans, &c. and that nothing under his charge be abused by himself or others.

2. That he shall be allowed none of what is commonly called KITCHEN-FEE, nor shall he skim the Broth that he makes ready for the Boys, nor give more provisions to any of the servants than their stated allowance.

3. That he shall not allow any strangers to loiter about the Kitchen, or to get Broth, Meat, or any other provisions belonging to the Hospital; nor shall he carry away any provisions without the

knowledge and permission of the House-governor.

4. That he shall at no time neglect to get the victuals ready at the appointed hours, nor shall he ever be absent without the consent of the House-governor.

CHAP.

CHAP. VI.

DIET OF THE SERVANTS.

1. **T**HAT the Cook, Taylor, and Porters, shall each be allowed one twenty ounce loaf of household bread, one Scots pint of ale, and one pint of pottage *per* day.

2. That the women servants shall each be allowed one twenty ounce loaf of household bread, and one chopin of ale, *per* day; but the washer-women each one mutchkin extra on Monday, Tuesday, and Wednesday.

3. That on the days of the week on which the Boys have flesh and broth for dinner, each of the men and women servants shall be allowed one Scots pint of broth, with one pound and a half of flesh,
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along with the usual allowance of bread and beer.

4. That as the women servants get only a chopin of ale *per* day, they shall be allowed each One Shilling and Ninepence *per* month, as formerly.

CHAP.

CHAP. VII.
DIET OF THE HOUSE-GOVERNOR,
MISTRESS, MASTERS, AND STEWARD.

1. **T**HAT they shall all dine at one table immediately after the Boys have dined, upon a plain decent dinner ; and it is the duty of the Treasurer to prevent any unnecessary expence. If any be absent, no dinner shall be sent them, except in the case of indisposition.

2. That they shall be allowed at dinner, each ten ounces of household bread, and a chopin of ale, *per* day. And for breakfast and supper, the House-governor shall be allowed the sum of Eighteen Shillings, the Mistress and Masters each the sum of Twelve Shillings, and the Steward the sum of Nine Shillings, *per* month.

3. That the Steward shall take charge of the silver spoons used in the dining-room ; and provide the dinner according to the directions of the House-governor.

CHAP.

CHAP. VIII.

DIET OF THE BOYS.

1. **T**HAT they shall all take their meals in the hall, having the tables covered, and a plate, knife, fork, and spoon set down for each of them; but if any of them be absent, or be later in coming to the hall than five minutes after the ringing of the bell, they shall have nothing given or sent to them, except in the case of indisposition.

2. That they shall be allowed for dinner flesh and broth three times a-week, *viz.* on Sunday and Thursday beef and broth, and on Tuesday mutton and broth; on which days each Boy shall be allowed one mutchkin of broth and nine ounces of flesh, with five ounces of household bread; on these days they shall have no table beer, but toast and water prepared for drinking.

3. That on Monday, Wednesday, and Friday,

Friday, they shall all dine on bread and milk, each Boy being allowed one mutchkin of milk and five ounces of bread; and on Wedensday the bread and milk shall be boiled.

4. That on Saturdays each Boy shall be allowed for dinner one mutchkin of broth made from barley, green-pease, turnip and carrot, when these roots are in season; and during winter they shall have broth made from barley, white pease and common greens, or soup made from potatoes, with the usual quantity of bread, and one mutchkin of table beer to each Boy.

5. That at four o'clock every afternoon throughout the year, they shall all be convened in the hall, and have five ounces of bread distributed to each of them, as a four-hour's piece.

6. That in the months of June, July, August, and September, each Boy shall be allowed for breakfast one mutchkin of pottage, with half a mutchkin of butter milk; and throughout the rest of the year, the

the same quantity of pottage, with half a mutchkin of sweet milk.

7. That in the months of June, July, August, and September, each Boy shall be allowed for Supper one mutchkin of milk, and five ounces of bread ; and during the rest of the year, pottage and milk as at breakfast.

CHAP.

C H A P. IX.

EXERCISE OF THE BOYS.

I. **T**HAT they shall, every morning, from the first of April to the first of November, rise at six o'clock; from six to seven shall be allowed for their private devotions, combing their hair, washing their faces, brushing their clothes, and cleaning their shoes; and they shall go into the Chapel at seven o'clock precisely. From the first of November to the first of April, they shall rise at seven o'clock, and go to the Chapel at eight; and if any Boy be later in coming to the Chapel than five minutes after the ringing of the Bell, he shall be considered as guilty of irregular conduct, and treated accordingly.

2. That they shall, immediately after coming from the Chapel, go to their respective Schools, and continue there till nine o'clock. The hour between nine and ten shall be allowed them for breakfast and

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recreation ; from ten to twelve they shall be in the Schools ; from twelve to two shall be allowed for dinner and innocent amusements ; from two to four they shall be in the Schools ; from four to six o'clock in the evening they shall be allowed to play within the precincts of the Hôspital ; but shall at no time, except on play days, go into the Town, without a written permission from the House-governor or Masters.

3. That at six o'clock in the evening they shall all meet in the Chapel for prayers ; after which they shall go to School till Eight, and prepare their lessons for next day.

4. That they shall breakfast at nine o'clock, dine at one, sup at eight, and go to bed at nine in the evening, from the beginning of October to the first day of April ; and from the first day of April to the first day of October, betwixt nine and ten.

5. That the afternoon of every Saturday, and Thursday once in the fortnight, shall be allowed to the Boys to visit their Friends ; and on these afternoons, they are
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to return to the Hospital before six o'clock in the evening in winter, and seven in summer. But it is to be understood, that the House-governor may deprive any Boy of that indulgence, who appears not deserving of it.

6. That if any Boy utters an oath, or tells a lie, pilfers or steals, sells bread, or any thing else belonging to the Hospital, climbs the walls, destroys the furniture, or any part of the buildings; is negligent about his clothes or cleanliness, is in any way disrespectful to his Superiors, or in any other misdemeanour, he shall be punished according to the nature of the offence; and if he persists in these practices, shall be reported to the Governors, and upon conviction before them, be expelled from the Hospital, and deprived of all its benefits.

7. That if any Boy absents himself from the Hospital one whole night, without permission from the House-governor, he shall be reported to the Governors, and not be received again into the Hospital, unless by order of the Governors or Treasurer.

CHAP. X.

THE MASTERS,

AND THEIR DUTY.

1. **T**HAT they shall attend strictly and punctually to the hours of teaching appointed, or to be appointed by the Governors of the Hospital in time coming; and shall at no time be absent at School hours, except in the case of indisposition, or by permission from the Treasurer or House-governor; neither shall they be *all* absent from the Hospital at any time without said permission.

2. That every morning they shall inspect the dress of their respective Scholars, when they enter the School, and see that their shoes have been cleaned, their hair combed, and their hands and faces washed; and if they find any Boy who has been negligent in these instances, or who is any way dirty or slovenly, they shall enter his name in a book, together with the name of the
Servant

Servant and Ward to which he belongs, which book shall be regularly kept, and shewn to the Treasurer or any of the Governors who may wish to see it.

3. That they shall not only attend to the behaviour of the Boys when in their Schools, but also when they are at their diversions, so far as they may be within their observation; and when any Boy is complained of, as guilty of any great offence, an individual Master shall not punish said offender before he has consulted with the House-governor and the other Masters; and if they cannot determine it, they shall refer it to the Treasurer, as the Confidential servant of the Governors.

4. That each Master shall have a roll of his Scholars hung up in his School, made out in columns, shewing when each Boy entered the Hospital, when he came to his School, how he is employed, and how long he has been engaged in the several parts of his Education; which roll shall be renewed every three months.

5. That they shall attend by turns in the Hall when the Boys are at their

victuals, and see that every thing be carried on with decency and order, and that no victuals be thrown on the cloths or floor, or otherwise abused; and that the Boys go out regularly when they rise from the table.

6. That on Sunday evenings, immediately after prayers, they shall convene the Boys in the Schools, and examine them on such Catechisms as they have been taught; and likewise examine the more advanced Boys on the Sermons they have heard that day; and instruct them in duties, and principles of religion.

7. That they shall attend to the mode of Education appointed from time to time by the Governors of the Hospital, and communicated to them by the Treasurer or House-governor.

CHAP. XI.

THE HOUSE-GOVERNOR,

AND HIS DUTY.

1 **A**s by the statutes of the Hospital he is to have the oversight and direction of the House, he shall have special care that the other officers and servants in the Hospital do their duty, as pointed out in the Statutes and these Regulations; and when he finds any of them negligent or disobedient, he is to endeavour to bring them to a sense of their duty; and if this cannot be done, he is expressly required to inform the Governors and Treasurer of the Hospital.

2. That he shall perform worship Morning and Evening in the Chapel, at the hours appointed in Chap. IX. of these Regulations; at which time he shall call, or cause to be called over, the Roll of Boys, and mark those who are absent; and also, he shall see that the Masters, the other officers

ficers and servants attend the Chapel regularly.

3. That he shall, every Morning after prayers, cause the Boys to stand up in ranks before him, and shall inspect their clothes, and see that they be all neat and clean; and that their heads, faces, and hands have been carefully attended to.

4. That he shall visit the Schools every day, and see that proper attention is paid to the Education of the Boys. That he shall be present in one or other of the Schools on Saturday and Sunday Evening, when the Boys are catechised.

5. That when any provisions are brought to the Hospital, he shall carefully inspect the quantity and quality of said provisions; and shall inform the Treasurer, if he sees any fault therein.

6. That he shall every night at ten o'clock visit the Wards, and any other parts of the House he may think necessary; and shall see that all the fires are extinguished, the Boys all in bed, and their clothes hung up in proper order.

7. That

7. That he shall not suffer the windows of the Hospital to be illuminated, on any occasion whatever, nor shall he allow any person to play at ball, or otherwise, within the precincts, except the Boys belonging to the Hospital.

8. That he shall every week appoint one or more of the elder Boys to be Censors in their respective Wards and Schools, and also in the Church; which Censors he shall make accountable for any misbehaviour supposed to come under their observation.

9. That he shall at no time leave the Hospital without giving notice to the Mistress and one of the Masters, and desiring them not to go out before his return; and that he shall not leave the Hospital for one whole night, unless with permission from the Lord Provost; or, in his absence, from the Eldest Bailie, or from the first Minister of the Ordinary Committee.

10. If the House-governor shall be under any difficulty with regard to the application of these Regulations; or if any case shall occur that is not provided for by them, he is,
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in the mean time, to take the opinion of the Treasurer of the Hospital thereupon, and do as he shall advise.

These Regulations are, by order of the Governors, to supersede all former Regulations, and to be observed in time coming, unless altered by their authority.

THE END.



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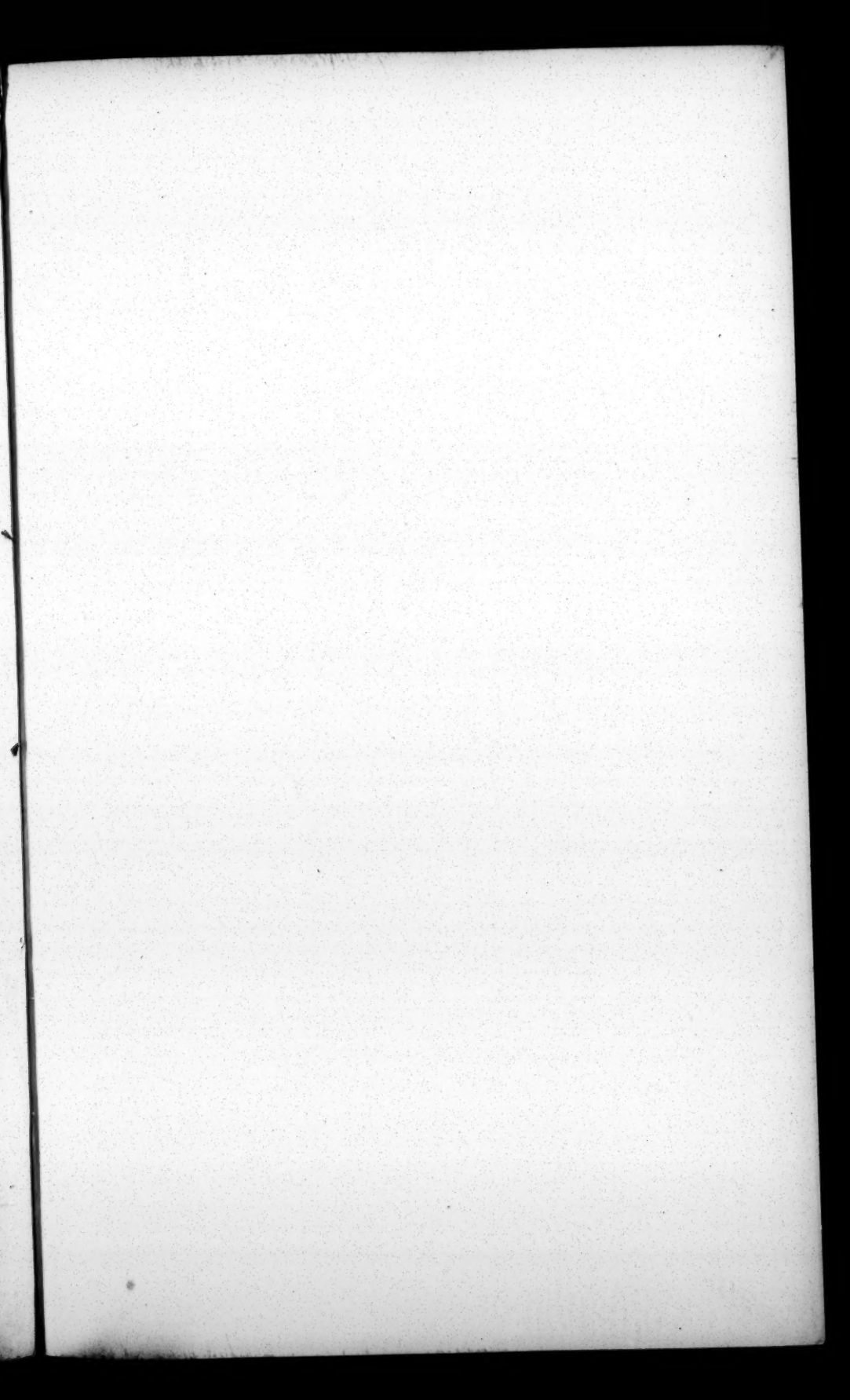
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